

DATE: December 13, 2019
TO: Dr. Joel D. Boyd, Superintendent of Schools
FROM: Latifah Phillips, Chief Equity & Engagement Officer
SUBJECT: School Assignment Policy Preschool Enrollment Policy

Per the discussion at the December 5, 2019 Policy Sub-committee Meeting, below please find the policy revisions for which language will be drafted for inclusion in the 2020-21 School Assignment Policy and Preschool Enrollment Policy.

School Assignment Policy

- Clear language and communication of the kindergarten lottery process.
- Clear language and communication of the waitlist process and procedures, including language for incoming kindergarteners and newly enrolled students to the district indicating that the waitlist rules for each given school year will be communicated from year to year.
- Clear language and communication of variables that impact the waitlist such as sibling preference, rights for McKinney-Vento students, foster care students, students with special needs and English-learner placement within schools on a case by case basis.
- Change in transfer cutoff deadline from 36th day to end of September or 20th day.

Pre-School Assignment Policy

- Clear language and communication of the Pre-K lottery process
- Clear language and criteria for enrollment of 3 year olds and 4 year olds
- Strengthened language around attendance expectations which include:
 - Criteria for program withdrawal for students who miss the first week of school and who fail to communicate an intended late start date for the pre-school student.
 - Criteria and process for potential disenrollment relating to high consecutive and non-consecutive absences.
 - Insertion of language informing families of an appeals process relating to attendance withdrawals.

A final recommended policy for the 2020-21 school year will be vetted by school administrators and community members and presented to the full School Committee at the January 15, 2020 meeting.